



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

12/10/13

Tami Posivio
4 Summary Street
Iowa City, Iowa 52240

Dear Tami,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

This letter is in regards to the December 9, 2013 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Reason determined out of compliance: You informed me you did not have a soft landing surface under the play equipment in the outdoor play area. As a result the play area is not considered safe as it does not have a cushion for falls form the equipment over 18 inches in height.

How to correct: I have enclosed a Corrective Action plan for you to sign agreeing not to use the outdoor play area until it has an approved soft landing surface under the play equipment. Please sign and return this to me and I will sign and send you a copy. You could also remove the equipment form the play area to meet this requirement.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have documentation you test the batteries in your smoke detectors monthly.

How to correct: Using the form I left with you begin documenting the days you do the monthly testing of the some detectors.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Reason determined out of compliance: You did not have a No Smoking sign at the back door entrance to the home.

How to correct: Get a copy of the No Smoking signs you have at the other entrances and post it on the back door.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Reason determined out of compliance: You need a copy of your pet records documenting they have current vaccinations and are free of endo and ecto parasites.

How to correct: I left you form you can use for this. Have your vet complete and sign the form and put it in your file for pet records.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: I did not find records documenting you and Brent have been immunized for polio and MMR and that Brent has these I also need documentation Brent has been immunized for Tetanus/Diphtheria in the last 10 years.

How to correct: I gave you a Physician's statement of health form your doctor can complete for both of you to meet this requirement.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Reason determined out of compliance: You informed me you did not have a soft landing surface under the play equipment in the outdoor play area. As a result the play area is not considered safe as it does not have a cushion for falls from the equipment over 18 inches in height.

How to correct: You can either take down the equipment or add a soft landing surface under the play equipment to cushion a fall. I have enclosed information on the types of surfaces to use for a soft landing and how much to put in place.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: This form was missing in one file of a preschool aged child-S.

How to correct: Have the parents fill out and sign the Emergency Medical Authorization form for this child's file.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

I did not find this information in any of the children's files. You stated you had these but they are not in the active file. Just remember from now on when you have a child start in your care and get a physical to keep that initial one in the active file.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Reason determined out of compliance: I did not find this information in the school aged child's file.

How to correct: I am enclosing a form the parent can use for this. When a school; aged child starts in your care have the parent complete and sign one of these.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Reason determined out of compliance: You have taken children in the past on field trips away from the home. You did not have a written permission slip from the parents that contains the required information.

How to correct: In the future if you take trips away from the home you can complete the field trip form I left with you and have eth parents sign it prior to taking the trip.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: January 17, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319/892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 562/324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).